

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE 1 OF 7 PAGES
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 9-12-00	4. REQUISITION/PURCHASE REQ. NO. N/A	5. PROJECT NO. (If applicable)
6. ISSUED BY Department of the Treasury Bureau of the Public Debt Division of Procurement, Room 207 Parkersburg, WV 26101-5312 United States of America		7. ADMINISTERED BY (If other than Item 6)	
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP: Code)		(✓) 9A. AMENDMENT OF SOLICITATION NO. BPD-00-CI-0009	9B. DATED (SEE ITEM 11) 8-24-00
		10A. MODIFICATION OF CONTRACT/ORDER NO.	
		10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE		

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☒ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

See page 2.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY (Signature of Contracting Officer)	

The purpose of this amendment is to:

- 1) Extend the due date for offers to September 22, 2000 at 4:00 p.m. local time.
- 2) Delete paragraph I.B.(6) in its entirety on page 11 of the English version. (Replacement page attached).
- 3) Change paragraph I.D(2)(a) on page 13 of the Spanish version from "...sesenta (60) dias..." to "...treinta (30) dias..." (Replacement page attached).
- 4) Change paragraph I.D(2)(a) on page 13 of the Spanish version from "...sesenta (60) dias..." to "...cuarenta y cinco (45) dias..." (Replacement page attached).
- 5) Change II.A (3) on page 10 of the English version and page 11 of the Spanish version from the existing languages to: "The audit reports shall be forwarded to the Foundation within the specified time by the Foundation and typewritten in English and the local language."
- 6) Change Section D(b) on page 11 of 46 of the Audit Guidelines (Addendum 1) of the Spanish version from "...sesenta dias..." to "...cuarenta y cinco dias..." (Replacement page attached).
- 7) Change Section 3 (b) on page 8 of 41 of the Audit Guidelines of the English version from "...sixty days..." to "...forty-five days..." (Replacement page attached).
- 8) Answer questions received as follows:

Question 1: Must personnel assigned to these audits be CPAs in the US?

Answer: The personnel need not be CPAs. However, we do prefer that the audit firm, in the respective countries have the equivalent background within the respective country. They are required to have all the appropriate licenses as required by the country's accounting boards or authorities. The audit firm must be able to conduct audits in accordance with Generally Accepted Government Auditing Standards (Yellow Book requirements).

Question 2: May workpapers be prepared in the local language, or must they be prepared in English as well?

Answer: Work papers may be in the local language.

Question 3: Re table on page 20, under II.I Price, is the number of audits for individual grantees or may there be some overlap? I.e, might the 4 audits for Argentina in Option Year 1 be three audits of the same grantee, at different phases in the audit cycle, or will there necessarily be four grantees? We need to know this for our pricing.

Answer: Page 20 is blank. However, page 19 shows estimated audits by country by year. These are not projects but rather estimated audits. As shown on page 11 (English version) section D (2)(a), the first audit should take place six months after the first disbursement of funds. Audits are then to take place 18 months thereafter or a final audit. Therefore, at a minimum, a project will receive the first audit (6 months after the first disbursement) then an audit 18 months later or a final audit whichever comes first. Projects that extend longer will require additional audits.

Question 4: Re page 6, Addendum to Standard Terms and Conditions: Under Task Orders, you have stated that no intra-country travel will be reimbursed. Is this correct? We believe (see question 5 below), that these audits require expertise that is probably only resident in the United States, and would therefore require extensive travel from the US to the stipulated countries.

Answer: Because the quantities that are indicated on page 19 are only estimated audits, we do not have final information on their actual locations. Travel costs will be reimbursed. However, after the contract has been awarded and when the audit is being planned, the audit firm will need to submit a proposed cost for travel. The Foundation will review the proposed costs for reasonableness and allowability. An authorization will then be issued for travel costs as part of the fixed-price task order (fixed price for audit + fixed price for travel within the corresponding country) (see page 6, "TASK ORDERS").

Question 5: Your audit workplan, pages 7 and ff. of "Audit Guidelines," clearly contemplates an audit done in accordance with US GAAS, as well as US GAGAS. The evaluation factors, page 19 of your solicitation package, require contractor to "comply with applicable provisions of the public accountancy law and rules of the jurisdictions where the audit is being conducted and the jurisdiction in which the accountants and their firms are licensed." We are not sure it will be possible to conduct these audits in accordance with both US and local GAAS; there are frequently conflicts. Please clarify.

Answer: As you may know, GAGAS incorporates many of the GAAS as issued by the AICPA. If audits are conducted using GAGAS, there should be no conflict with satisfying GAAS. While we require GAGAS, we also require the audit firms to recognize their own accountancy regulations.

Question 6: In the evaluation factors again, item five requires fluency in Spanish, Portuguese, and Haitian Creole. The Audit Guidelines, page 10, require final reports to be submitted in English and the local language. Page 11 of the solicitation package stipulates that "Brazil and Haiti shall forward a typewritten package in either English or Spanish." For Haiti and Brazil, are we to prepare reports in Spanish as well as the local language? Please clarify both language fluency and report preparation requirements.

Answer: Audit reports should be prepared in both English and the local language. (See attached replacement page 10 (English) and page 11 (Spanish), section II.A.(3)).

Question 7: Section 52.216-21, page 7 of the solicitation package, states that this is a requirements contract. Yet we note that you have stipulated on page 20 that the government reserves the right to order fewer than the quantities of audits listed. Is this a requirements contract with the ceiling stipulated in clause 52.216-19?

Answer: The requirements contract does not guarantee a specific quantity or amounts of audits. The listing of estimated audits on page 19 are estimates. There may be more or less. There is no ceiling for audits. 52.216-19 simply states that you, the audit firm, is not required to conduct more than 21 audits per country.

Question 8: We believe your solicitation package requests a fixed price bid based on the quantities shown in section 11 on page 20. Yet, we feel it is most risky for contractors to submit a firm fixed price for such a requirements contract. If we must submit a fixed price so, should we assume use the quantities shown on page 20 or the ceiling referred to above is the government's good faith estimate of the requirement? Would you prefer us to submit rates alone, for an (IDIQ) requirements contract under which firm fixed price task orders will issue, as outlined on page 6 of your solicitation package?

Answer: The contract will be a fixed price contract. This fixed price relates only to the professional audit services that are required.  
As previously stated, the information on page 19 are estimated audits. Each project, at a minimum will require two audits. In many cases three or more per project. There is no ceiling on the number of projects or audits.  
A fixed price must be prepared, as this is a fixed price RFP.

Question 9: Based upon the instructions on travel costs as stated in the section on "TASK ORDERS," it appears that this solicitation is targeted towards firms that are located in the grantee countries. Is this procurement open to firms not located in the grantee countries?

Answer: Travel costs are not to be included in the proposal. The audits listed on page 19 of the RFP are estimates. Travel costs will be proposed by the audit firm

that is awarded the contract when the audit is being planned. The travel costs will be submitted to the Foundation for review. Based upon the reasonableness of the proposed travel costs, the audit firm will be authorized travel costs. Travel costs between international lines (between countries) are not authorized. Travel costs, however, within the country being audited will be authorized. Your proposal should only include a fixed price audit fee, no travel costs.

Question 10: If firms not located in the grantee countries are eligible to offer on the audits, how are travel costs from CONUS [Continental United States] to be proposed? Are they to be included in the unit price for each country?

Answer: The RFP is open to any firm wishing to submit a proposal. Travel costs to and from a country will not be authorized. However, travel costs within the respective country will be authorized based on proposed travel costs.

Question 11: There appears to be a conflict between the instructions given in section I.A. (3) of the solicitation and section D.4. of the audit guidelines regarding the language of the audit reports to be submitted. The solicitation requires the submission of reports "...typewritten in Spanish." The audit guidelines require the "Final audit report to be written in English and the language of the country in which the Grantee is located. Two English language copies and one copy in the local language should be submitted to the Foundation...."

Answer: The reports will need to be submitted in both the English and in the local language. (See attached replacement apge 10 (English) and page 11 (Spanish), section II.A.(3)).

Question 12: Will the verification of grantee accounting and finance systems be conducted and reported upon as part of the grantee audit or does the "...verification that the grantee has an adequate system in place...submitted within 20 calendar days of the receipt of the signed grant agreement..." refer to a separate review to be conducted? If it refers to a separate review, how is the cost to be shown in the price proposal schedule?

Answer: This section has been eliminated. It is no longer a requirement.

Question 13: What does mean quantity/unit (item 23. page 1 and page 19)?

Answer: The unit price is your proposed fix price per audit for each year. This contract requires a fixed price for audit services. All audits in the respective year will have the same price. Travel costs within the applicable country will be proposed separately during the audit programming stage. Therefore, do not include travel costs within the applicable country in your proposal.

Question 14: What is the definition of a base year and option years 1-4? A project generally extends for a longer time than a year, and as mentioned before, there exist

- different audits within a project. I.e. what happens to the not finished grant agreements if the option period is not used by the government?
- Answer: Base year is the first year of the contract. After the first year we will offer option years. This means that the Foundation can continue the contract for up to four years after the base year at the Foundation's option. Once you have been provided with a project to audit, you will maintain responsibility for the completion of all audits for that projects (including any options that may be exercised).
- Question 15: Who is the incumbent?
- Answer: There is no incumbent. This is a new requirement. Previous audits were done as needed and as simplified acquisitions.
- Question 16: May we obtain a copy of prior reports?
- Answer: Prior report format and content have been significantly revised and no longer applicable. An example of the report format and contents may be found in The Audit Guidance included as part of the solicitation,
- Question 17: Besides GAGAS and/or Yellow Book audit standards and compliance, is there any other from the country that we should consider?
- Answer: Auditors are also required to comply with all laws and regulations issued by the accounting boards and by local and country jurisdiction.
- Question 18: What is the average cost or budgeted hours to perform each audit?
- Answer: This is part of your analysis the accounting firms need to prepare in order to determine what fixed price to propose. We cannot provide any other information.
- Question 19: How often are oral presentations given?
- Answer: Oral presentations are not given.
- Question 20: Are the reports required in English and Spanish?
- Answer: Reports shall be submitted in English and in the local language.
- Question 21: Would 8(a) firms be considered?
- Answer: This is not an 8(a) procurement action. Any qualified firm may propose on this solicitation.
- Question 22: Is there a per diem set by the Agency for this solicitation?
- Answer: When travel costs are submitted for each task order, they will be evaluated as to whether they are fair and reasonable.

Question 23: Do we report to Foundation's Auditor or the Board?

Answer: Reporting will be directed to the Foundation's auditor as stipulated in the Audit Guidance.

Question 24: In order to be able to complete our audit proposal, we would like to know the following additional information:

- a) Project General characteristics.
- b) Parties involved in the project.
- c) Total amount to be assigned to the project for each year.
- d) Procedures established for fund disbursements
- e) Countries that would be involved for this project
- f) Indicate if the documentation that would be reviewed by us, will be centralized in one specific location or several locations.

Answer:

- a) All projects have different objects.
- b) At this time, the projects are only estimates and no other information is currently available.
- c) All projects vary and differ in size and amounts authorized.
- d) Disbursements are authorized throughout the project.
- e) This information may be found in page 19 of the solicitation.
- f) The projects are located in different parts of a respective country. Projects may be located in rural areas.